

Professional and Managerial Branch
General Administration Group
Airport Series

ASSISTANT DIRECTOR OF AVIATION - OPERATIONS

05/95

Summary

Under general direction, as assistant department head, supervise and administer the functions and activities of the Airport fuel storage, refueling, warehouse, and maintenance divisions, and crash rescue operations.

Typical Duties

Assure compliance with aircraft refueling procedures and oversee emergency response operations. Involves: insuring availability of fuel for aircraft; monitoring quality control of fuels; reviewing records of purchases, receipts, sales and inventories; supervising crash rescue operations; administering crash rescue certification training program; assuring that damaged aircrafts and debris are promptly and safely removed from landing, taxiways and ramp areas.

Oversee facility, airfield, and vehicle maintenance activities. Involves: inspecting landing area, ramp, runways, and taxiways and directing corrective action, as required; supervising automotive maintenance shop activities; supervising maintenance of landscaped areas; coordinating construction activities; supervising maintenance of buildings; monitoring a preventive maintenance program; assuring compliance with maintenance contracts; conferring with airport tenants and recommending maintenance practices; assuring compliance with pertinent airport federal rules and regulations.

Perform airport administrative activities. Involves: preparing annual budget request for maintenance and capital expenditures; overseeing procurement procedures, including pricing, requisitioning and storing of materials used in field maintenance, building maintenance, custodial maintenance, and refueling operations; preparing financial, statistical and operating reports or brief, and correspondence.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; ensuring adherence to applicable regulatory and professional animal management standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintain continuity of operations and similarly performing any duties of subordinates or coworkers, if required.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or Civil Engineering or a related field and eight years of progressively responsible professional administrative operational and maintenance experience at the equivalent of a U.S. medium to large hub civilian airport, including two years of experience in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: civilian airport rules, regulations, laws; crash rescue practices and procedures; pertinent airport federal rules and regulations; the methods, materials, tools and equipment used in the maintenance of airport facilities and equipment; airport maintenance and refueling operations; administrative and budgeting principles.

Ability to: plan, organize and administer airport maintenance and refueling operations; monitor and coordinate airport construction activities; assign, supervise, training and evaluate the work of assigned personnel; enforce personnel rules and regulations, standards of conduct and work attendance; enforce safe working practices and procedures; ability to make sound decisions; enforce airport federal rules and regulations; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees, officials and the general public; maintain records and prepare reports as required.

Special Requirements: Subject to be called back after working hours; exposure to all weather conditions

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head